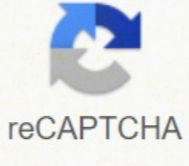




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Appraisal and evaluation guidelines



UK HealthCare

How to Use Your Checklist
This checklist is intended to be used as a guide to help you understand the requirements of the contract and to ensure that you are providing the services as required. It is not intended to be a contract in itself. The contract is the governing document. The checklist is a tool to help you understand the requirements of the contract and to ensure that you are providing the services as required. It is not intended to be a contract in itself. The contract is the governing document.

Item	Y	N	NA
1. The contractor shall provide the services as required by the contract.			
2. The contractor shall provide the services as required by the contract.			
3. The contractor shall provide the services as required by the contract.			
4. The contractor shall provide the services as required by the contract.			
5. The contractor shall provide the services as required by the contract.			
6. The contractor shall provide the services as required by the contract.			
7. The contractor shall provide the services as required by the contract.			
8. The contractor shall provide the services as required by the contract.			
9. The contractor shall provide the services as required by the contract.			
10. The contractor shall provide the services as required by the contract.			

Contractor Name: _____
 Signature: _____
 Date: _____

Responsibility Matrix

Item	Y	N	NA
1. The contractor shall provide the services as required by the contract.			
2. The contractor shall provide the services as required by the contract.			
3. The contractor shall provide the services as required by the contract.			
4. The contractor shall provide the services as required by the contract.			
5. The contractor shall provide the services as required by the contract.			
6. The contractor shall provide the services as required by the contract.			
7. The contractor shall provide the services as required by the contract.			
8. The contractor shall provide the services as required by the contract.			
9. The contractor shall provide the services as required by the contract.			
10. The contractor shall provide the services as required by the contract.			

Table 7. GENERATING THE EVALUATION AND MANAGEMENT LEVEL OF SERVICE CODE FOR NEW PATIENTS

Evaluation and Management Code	History	Physical Exam	Medical Decision Making
99201	Problem focused	Problem focused	Straightforward
99202	Expanded problem focused	Expanded problem focused	Straightforward
99203	Detailed	Detailed	Low
99204	Comprehensive	Comprehensive	Moderate
99205	Comprehensive	Comprehensive	High

Table 8. GENERATING THE EVALUATION AND MANAGEMENT LEVEL OF SERVICE CODE FOR ESTABLISHED PATIENTS

Evaluation and Management Code	History	Physical Exam	Medical Decision Making
99211	Straightforward	Straightforward	None required
99212	Problem focused	Problem focused	Straightforward
99213	Expanded problem focused	Expanded problem focused	Low
99214	Detailed	Detailed	Moderate
99215	Comprehensive	Comprehensive	High

Table 9. EVALUATION AND MANAGEMENT VISIT CODES FOR OUTPATIENT CONSULTATIONS

Evaluation and Management Code	History	Physical Exam	Medical Decision Making
99241	Problem focused	Problem focused	Straightforward
99242	Expanded problem focused	Expanded problem focused	Straightforward
99243	Detailed	Detailed	Low
99244	Comprehensive	Comprehensive	Moderate
99245	Comprehensive	Comprehensive	High

Annual Employee Performance Review Form

To be completed by employee's direct supervisor

Evaluation Year: _____ Evaluation Date: _____

Employee Name	Position Start Date
_____	_____
Supervisor Name	Supervisor Title
_____	_____
Division/Dept.	Employee ID#
_____	_____

The University Mission
 Our mission is to create, evaluate, share, and apply knowledge and to prepare students to be accountable leaders who will bring to their work dedication to the global community, a grasp of complexity, effective problem-solving and communication skills, and an enduring commitment to learning and ethical conduct.

Our Common Good
 The University of Vermont is an educationally purposeful community working to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business, or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help one another and foster an environment where we can discover and reach our true potential. We agree to be a community that values Respect, Integrity, Innovation, Openness, Justice, and Responsibility.

Performance Review Purpose
 The performance review process is intended to be a fair and balanced assessment of an employee's performance. It is an opportunity for employees and their direct supervisor to review the performance of the past year, give and receive feedback, identify areas where improvement is needed, clarify job duties and expectations, and set goals for the coming year. When the process works well, both parties plan together to build on strengths as well as develop areas needing improvement.

Supervisors are encouraged to maintain open lines of communication throughout the year to cultivate effective working relationships. Employees should receive timely feedback in order to develop required knowledge and skills for their position and to be encouraged to excel in their roles at the University of Vermont.

This performance review form is a communication tool designed to support each individual's contribution to the University. It provides a way to recognize good performance as well as to help identify obstacles toward attaining top performance. It will also help identify areas for professional growth and development. It is important to review and document competencies, skills, accomplishments, and goals with reasonable accuracy and consistency. Supervisors are encouraged to use the communication/feedback process to provide examples of the employee's performance in order to illustrate performance ratings.

The employee and supervisor should review the position description, annual goals, and accomplishments in preparation for the performance review and evaluation discussion. For more information, click [here](#).

- The Performance Review Process should include the following steps:
1. Examine past year's performance review document and goals.
 2. Share a copy of the employee's Position Description (PD) and have the employee complete the Annual Self-Review Form.
 3. Review PD and the Annual Self-Review Form, then complete the Annual Employee Performance Review Form.
 4. Meet with the employee to discuss form and establish guidelines for professional development for next year.
 5. Employee and supervisor sign the final copy for employee file, and send a copy to Human Resources Services at hr@uvm.edu.

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